



## March 2012 Workshops

### Wasatch Front North Service Area

Workshop: <i>Description and Requirement</i>	Date	Time	Location
<b>Reality Check:</b> You will need to work to pay for housing, food, clothes, transportation, and other items. Find out how much money you will need to earn to cover your expenses. Then find out which occupations will support this lifestyle. <b>(1 hour workshop)</b>	Daily	11:00	Ogden
<b>Basic Computer:</b> Learn basic computer skills: using the keyboard and mouse; locating, opening, printing, saving and closing files; copying and pasting; creating, receiving, and sending emails with attachments; etc. <i>This is not a "learn how to type" course.</i> <b>(1 hour workshop)</b>	3/6 3/13 3/20 3/27	9:00	South Davis
	3/5 3/12 3/19 3/26	9:00 & 3:00	Ogden
<b>Basic Computer #2:</b> This class serves as an extension of class #1 and goes more in depth on basic computer skills such as typing, menu commands, and shortcuts. <i>This is not a "learn how to type" course.</i> <b>(1 hour workshop)</b>	3/6 3/13 3/20 3/27	9:00 & 3:00	Ogden
<b>Basic Computer #3:</b> E-mail use and setup, Internet searches and safety, and search engine use <i>This is not a "learn how to type" course.</i> <b>(1 hour workshop)</b>	3/1 3/8 3/15 3/22 3/29	9:00 & 3:00	Ogden

<b>Basic Computer #4:</b> Learn to use Microsoft Word, and various keyboard shortcuts <i>This is not a “learn how to type” course.</i> <b>(1 hour workshop)</b>	3/2 3/9 3 16 3/23 3/30	9:00 & 3:00	Ogden
<b>Resume Build:</b> Do you want somebody to give your resume that last check before you send it to the employer? Attend our resume build and receive personal advice from one of our resume specialists. You will also receive at least 3 job referrals! <b>(1 hour workshop)</b>	Mon, Tue, Thu, Fri  Daily	10:00  2:00	Ogden  Ogden
<b>HAFB Brown Bag:</b> Learn the federal application process, KSAs, etc. Class is 11:30 -1pm and taught by HAFB personnel. <b>You must arrive early due to limited seating, no reservations. <u>NO LATE COMERS WILL BE LET IN!!!</u></b>	3/22	11:30	Clearfield
<b>Mock Interviews:</b> Practice your interviewing skills; learn what needs improvement and what you do well. You will be evaluated in a mock interview and then given your results with common questions employers may ask. <b>(1/2 hour practice session).</b> <i>Interviews held weekly, must reserve a slot, by appointment only.</i>	Talk to your workshop presenter to schedule		Ogden Roy Clearfield South Davis

**Must arrive 10 minutes early to the workshops, if you are not on time then you may be asked to reschedule for another date. Please be courteous to others and be on time.**

To pre-register:

- ✓ Log into Jobs.Utah.gov
- ✓ From the “My Home Tab” select “Schedule a Workshop”, which is under the additional links section
- ✓ From the Pull Down Menu, select the Workshop you want to attend, then with your mouse click on the “select” button
- ✓ You are now viewing a calendar with the dates and times of the workshop you want to attend that are near you
- ✓ Click with your mouse on the time you want to attend, which will then show you the location and address for that workshop
- ✓ If you wish to attend, then with your mouse click on the “schedule” button
- ✓ You are now registered for that workshop and you will see the registration when you return to the “My Home Tab” on jobs.utah.gov

South Davis Employment Center  
763 West 700 South  
Woods Cross, UT 84087

Ogden South Employment Center  
480 27th Street  
Ogden, UT 84401

Clearfield Employment Center  
1290 East 1450 South  
Clearfield, UT 84015

Roy Employment Center  
1951 West 5400 South  
Roy, UT 84067